



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
AND
2D MARINE AIRCRAFT WING, FLEET MARINE FORCE, ATLANTIC
CHERRY POINT, NORTH CAROLINA 28533

AirStaO 4650.5E
MCABE SUSB1
2d MAW SC-102
16 MAR 1998

AIR STATION ORDER 4650.5E

From: Commander, MCABE
Commanding General, 2d MAW
To: Distribution List

Subj: PORT CALL PROCEDURES

Ref: (a) NAVMILPERSCOMINST 4650.2A (NOTAL)
(b) MCO 4650.30K
(c) MCO P1000.6F
(d) MCO 5512.4N
(e) MCO 4600.7C
(f) MCO 4630.16C
(g) MCO 4631.9G
(h) MCO 4630.10B

Encl: (1) Sample Port Call Request
(2) Port Call Preparation Instructions
(3) Definitions

1. Purpose. To establish procedures for obtaining military transportation or commercial transportation for DOD sponsored overseas-bound passengers.

2. Cancellation. AirStaO 4650.5D.

3. Information. The provisions of this Order apply to Department of Defense (DOD) sponsored overseas travel in accordance with the references from the Continental United States (CONUS) to overseas destinations (including Alaska and Hawaii) and within/between overseas locations. Overseas Permanent Change of Station (PCS) travel for Naval personnel stationed at Marine Corps Air Station (MCAS), Cherry Point, is handled by the Naval Hospital, Detachment "A" 12 Dental Company, 2d FSSG, or Personnel Support Detachment (PSD). Temporary Additional Duty (TAD) travel for Naval personnel is handled by the Passenger Transportation Division, Traffic Management Office, MCAS, Cherry Point.

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The procedures contained herein are designed to ensure that DOD sponsored passengers who are entitled to, or eligible for transportation at government expense, will travel in the most responsive, efficient, and economical manner commensurate with mission requirements.

4. Responsibility

a. The Passenger Transportation Section, Traffic Management Office at MCAS, Cherry Point will process all overseas travel arrangements authorized by the references. The primary mission of the Passenger Transportation Division is to support DOD sponsored personnel attached to Wing, Station, and tenant commands. Passenger Transportation personnel will support/advise DOD personnel from other branches of the service, commands, and activities (local or otherwise) who request assistance. The Passenger Transportation Section is located in the Traffic Management Office, Building 298, "E" Street, MCAS Cherry Point.

b. Station, Wing, and tenant commands utilizing DOD funded travel for Permanent Change of Station transfer or TAD will address all requests and inquiries concerning overseas travel to the Traffic Management Office, Passenger Transportation Division, MCAS Cherry Point.

5. Action

a. Commanding Officers, Detaching Activity

(1) Action. Upon receipt of orders or transfer directive containing an assignment involving international or transoceanic travel, the following action will be taken:

(a) Notify the individual being transferred.

(b) Determine the member's physical (medical) fitness for duty overseas and ensure that the physical examination is completed.

(c) Utilize enclosure (1) for submission of a port call request as required by reference (b). Ensure a copy of the PCS Orders are attached. Automated Order Writing Process (AOWP) can be used in lieu of command generated orders.

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(d) Notify the Passenger Transportation Division immediately when a change is required as a result of canceled or modified orders.

(e) Ensure that PCS order clerks make daily runs to the Passenger Transportation Section for pickup and delivery of port call correspondence.

(f) Ensure that members report to the Passenger Transportation Division with the original and two copies of applicable orders three to five working days before the detachment date for issuance of all necessary AMC and/or commercial transportation documents.

(2) Dependents Travel Arrangements. Where transoceanic travel of dependents at government expense is authorized, detaching commands will comply with the procedures outlined in reference (c).

(a) Passport Applications. Ensure that "no-fee" passports are promptly applied for and acquired, regardless of the type passport currently held, in accordance with the instructions contained in reference (d) and as required by reference (e). Failure to have official passports may result in an individual traveler departing without dependents.

(b) Request Entry Approval/Area Clearance. If required, request approval for dependents and/or close blood/affinitive relatives to enter the overseas area in accordance with reference (c).

(c) Pregnancy. Pregnant women up to week 34 of gestation may be accepted for Air Mobility Command (AMC) transportation. Ensure that all dependents who are pregnant have a certification signed by a doctor or medical officer attesting to the duration of the pregnancy.

(d) Other Information on Dependent Travel. Additional information on dependent travel is contained in references (d) and (e), Chapter 1, Section I and 11; (g) and (h).

(3) Immunizations. Ensure that members and dependents have proper records of required immunizations as required prior to departure.

(4) Circuitous Travel, Alternate Aerial Port of Embarkation. All requests will be submitted to the Passenger Transportation

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Division utilizing the "Remarks" section of the Port Call Request (enclosure (1)). Paragraph 4104 of reference (c) applies to circuitous travel, and paragraph 4116.1J of reference (c) and paragraph 11 of reference (b) applies to Alternate Aerial Port of Embarkation.

b. Passenger Transportation Division. The Passenger Transportation Division will accomplish the following functions:

(1) Request individual flight reservations for personnel ordered to an overseas tour of duty.

(2) In accordance with reference (b), the Passenger Transportation Division may, in certain cases, authorize detachment without a port call.

(3) Notify detaching organizations, in writing, of port call confirmations and provide the following information:

(a) Flight Number.

(b) Report by time/date, reporting and destination terminal, and connecting flight information if required.

(c) Customer Identification Code (CIC) .

(d) Air Movement Designator Code (AMD) .

(e) Reservation Identification Code (RIC) .

(4) Authorize commercial transportation (Category "Z") only as indicated below:

(a) When directed by Headquarters, Marine Corps.

(b) When no government air is available during the required time frame as verified by receipt of a "Y-Card/No Capabilities Card" from Headquarters AMC, Scott AFB, IL.

(c) When there is an emergency situation.

(d) When requested transportation is to a location not served by AMC channels.

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(5) Ensure passports and area clearances have been received prior to release of transportation documents for those destinations requiring "no fee" passports/area clearances. Release of transportation documents prior to receipt of passports may only be approved by the Passport Section, Headquarters, United States Marine Corps.

(6) Pre-Detachment Briefing. Establish and implement procedures to ensure each traveler is briefed on the following subjects prior to his/her departure.

(a) Transportation Arrangements. Counsel the traveler on transportation arrangements by utilizing the port call confirmation letter and port call instructions.

(b) Reporting Instructions. Instruct the traveler to report to the departure terminal on the date and time indicated by the port call confirmation letter. Late arrivals or failure to report for the scheduled flight may result in disciplinary action.

(c) Baggage. All personnel are authorized to carry 140 pounds of "checked baggage" (not to exceed two pieces) and one piece of "carry-on baggage." Each piece of checked baggage may weigh up to 70 pounds. Marines in the grade of sergeant and below will carry the minimum issue of uniforms as accompanied baggage. It is also recommended that staff noncommissioned officers and officers carry the minimum issue of uniforms as accompanied baggage and ship the remaining uniforms as unaccompanied baggage. All Marines should be cautioned to keep their orders, health and dental records, and other important documents in their possession at all times. All accompanied and unaccompanied baggage should have a copy of the traveler's orders inserted in each piece.

(d) Contraband. Ensure that Marines are aware of prohibitions on transporting explosives, dangerous drugs, and other contraband aboard government and commercial aircraft.

(e) Uniform. All Marines traveling aboard Category "B" military air charters are authorized to wear civilian clothing unless an individual's orders specifically require the wearing of a uniform. Marines will dress appropriately and ensure their personal appearance is conservative and commensurate with standards traditionally associated with the Marine Corps.

6. General Instructions. Individuals shall not contact the Passenger Transportation Section in person, but shall direct inquiries through their respective administrative offices.

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7. Concurrence. The Commanding Officer, Naval Aviation Depot, concurs with this Order insofar as it pertains to members of his command.

8. Summary of Revision. This revision contains a substantial amount of changes and should be thoroughly reviewed.



M. J. CROSS
Chief of Staff



M. W. FORBUSH
Chief of Staff

DISTRIBUTION: MCABE: A plus NAVAVNDEPOT (25)/SUH (10)/SUSB1 (3),
less 2d MAW
2d MAW: A less MCABE

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SAMPLE PORT CALL REQUEST

(RESERVATIONS AND TRANSPORTATION ARRANGEMENTS) FOR PCS, TAD, AND
DEPENDENT'S TRAVEL TO OVERSEAS DESTINATIONS INCLUDING HAWAII AND
ALASKA. (ALL BLANKS MUST BE FILLED. USE N/A WHEN NOT APPLICABLE)

DATE

From: Commanding Officer, _____

REQUESTING UNIT

To: Commanding General, Marine Corps Air Station, Cherry Point
(Attn: Passenger Transportation Division, Building 298)

Subj: REQUEST FOR PORT CALL

1. In accordance with the current edition of MCO 4650.30, overseas
transportation arrangements are requested **as** follows:

- | | | |
|----------------------------------------|--------------------------------------|------------------------------|
| 1. _____
FULL NAME | 2. _____
SEX | |
| 3. _____
RANK/ SSN/MOS | 4. _____
SEATS REQUIRED | |
| 5. _____
SPECIAL PASSENGER CATEGORY | 6. _____
ACCOUNT HANDLING | |
| 7. _____
EXCESS BAGGAGE | 8. _____
TRANS MOVEMENT PRIORITY | |
| 9. _____
TYPE TRAVEL | 10. _____
AVAIL DATE | 11. _____
AVAIL DATE CODE |
| 12. _____
MANDATORY DEPARTURE DATE | 13. _____
ORIGIN STATION | |
| 14. _____
AVAILABILITY POINT | 15. _____
OVERSEAS DESTINATION | |
| 16. _____
AUTHORITY FOR MOVEMENT | 17. _____
ANTICIPATED LEAVE DATES | |

ENCLOSURE (1)

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18. _____ 19. _____
 ANTICIPATED DETACHMENT DATE LEAVE ADDRESS

20. _____ 21. _____ 22. _____
 LEAVE TELEPHONE NUMBER TAD LOCATION TAD DATES

23. NAMES/GRADES/SSN'S/MOS'S/OF ADDITIONAL TAD PASSENGERS _____

24. DEPENDENTS TRAVEL:

NAME	RELATIONSHIP	DATE OF BIRTH (CHILDREN ONLY)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

25. _____ 26. _____ 27. _____
 EAS PEBD EXPECTED DELIVERY DATE

28. _____ 29. _____
 COUNTRY OF CITIZENSHIP DEPENDENTS AREA CLEARANCE

30. _____ 31. _____
 SPONSOR'S LTD AND RTD PASSPORT INFORMATION

32. _____ 33. _____
 MCC AND RUC QUOTA SERIAL NUMBER (QSN)

34. PET INFORMATION: (MAXIMUM OF TWO PETS PER FAMILY)

DOG / CAT	WEIGHT OF PET AND CAGE	CAGE DIMENSIONS
_____	_____	_____

35. REMARKS _____

SIGNATURE: _____
 COMMANDING OFFICER

ENCLOSURE (1)

1 6 MAR 1998PORT CALL PREPARATION INSTRUCTIONSItem No. Instructions

1. Complete the last name, first name, and middle initial.
2. Enter the sex of the person listed in item 1 (M for man, W for woman) .
3. Enter the grade/title (i.e. Cpl, PFC, Mr., Mrs., etc.), SSN, and MOS .
4. Enter the total number of seats required by this request.
5. If the request includes a passenger who falls within the following categories, enter the letter as indicated; otherwise, enter N/A.
 - A - Civilian and/or dependents (not otherwise described).
 - B - Civilian or military dependents who are close-blood/affinitive relatives.
 - C - Armed escort(s) .
 - U - Unarmed escort(s) .
 - W - Passengers (other than a prisoner) escorted by armed or unarmed .escorts.
 - X - Armed escort accompanying special shipment being moved on same aircraft.
 - T - Member who joined the Armed Forces in an overseas area and is on initial assignment to CONUS (optional code).
 - H - Foreign national.
 - J - School teacher.
 - K - School Key Official
 - M - Retiree

ENCLOSURE (2)

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Item No. Instructions

5. Cont.

N - Separatee.

P - Prisoners.

R - Prisoner escort.

S - Board actions.

6. If the request contains a passenger who will move under a special funding arrangement (reimbursing AMC), enter the appropriate code as follows; otherwise, enter N/A.

A - Passenger who does not have CIC assigned, and passenger will reimburse AMC (at Government rate) on a credit basis.

C - Passenger who does not have CIC assigned, and passenger will reimburse AMC (at Government rate) on a cash basis.

G - Passenger who does not have CIC assigned, and his sponsor will reimburse AMC (at a non-Government rate - AFR 76-28) on a credit basis.

J - Passenger who does not have CIC assigned, and passenger will reimburse AMC (at non-government rate - AFR 76-28) on a cash basis.

7. Indicate in pounds the amount of excess baggage authorized. If no excess baggage is authorized, enter N/A.

8. Enter the priority specified in the orders.

9. Enter the code to correspond with the type of travel as indicated.

DU - Dependents not accompanied by military sponsor.

PT - Military personnel in a TAD status.

CT - Civilian personnel in a TAD status.

ENCLOSURE (2)

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<u>Item No.</u>	<u>Instructions</u>
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9. Cont.

- OA - Military officer personnel in PCS status, accompanied by dependents.
- EA - Military enlisted personnel in PCS status, accompanied by dependents.
- CC - Civilian personnel in PCS status, accompanied by dependents.
- PU - Military personnel in PCS status, not accompanied by dependents.
- CU - Civilian personnel in PCS status, not accompanied by dependents.
- CD - Dependents not accompanied by civilian sponsor.
- CR - Close-blood/affinitive relatives (space available) accompanying the sponsor and/or the sponsor's bona fide dependents incident to the sponsor's PCS orders.
- RB - Close-blood/affinitive relatives (cash reimbursable space-required) accompanying the sponsor and/or the sponsor's bona fide dependents incident to the sponsor's PCS orders.
- EL - Emergency leave, military.
- RS - Re-employment leave, civilian.
- RA - Family Emergency, command sponsored dependents and dependents in CONUS eligible to travel to members overseas domicile. Refer to JTR, Chapter 7, Part G.

10. Enter the date on which the passenger can be available at the APOE.

11. Enter the availability date code as follows:

ENCLOSURE (2)

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- A - The date in item 10 is desired but the traveler could depart no later than the date indicated in item 12.
 - B - The traveler must depart the APOE between the dates indicated in items 10 and 12.
 - C - The traveler may be port called on the availability date or first available transportation after the availability date.
12. Enter the date the passenger must depart the APOE in order to meet a "by date" specified in the orders. If no "by date" is specified in the orders, enter N/A.
 13. Enter the name of the military or civilian airfield closest to the permanent or TAD station from which the traveler is beginning travel.
 14. Enter the name of the military or civilian airfield closest to the place where the traveler will be ready to start overseas travel after completion of leave, CONUS TAD, etc.
 15. When applicable, enter the name of the command and MCC to which assigned or reporting to (i.e. 3d Marine Division (MCC 124)).
 16. Enter the Marine Corps directive which authorizes the movement (i.e. MCSO _____, CMC MSG _____, CMC ltr_____.)
 17. If leave is anticipated after departure from the detaching command, indicate dates.
 18. Enter the anticipated date of departure from the detaching command.
 19. Enter the complete leave address of the traveler (including ZIP code).
 20. Enter the leave telephone number including area code.
 21. Enter the specific unit and location of TAD or TDY en route, as applicable.

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22. Enter the dates of TAD en route, as applicable.
23. Enter the names, grades, SSN's, and MOS's of additional passengers, other than dependents, included in this request; otherwise, enter N/A.
24. Enter the name of the spouse and names and dates of birth of dependent children or close-blood affinitive relatives included in this request. If none, enter N/A.
25. Enter the EAS where dependents are involved.
26. Enter the PEBD where dependents are involved.
27. This is for dependent moves only. If the wife is pregnant, enter the expected delivery date; otherwise, enter N/A.
28. If the traveler is a foreign national, enter country of citizenship.
29. Enter yes, no, or N/A, as applicable, to indicate whether the dependent's (and accompanying close-blood/affinitive relative, when applicable) area clearance(s) has/have been granted.
30. Enter the sponsor's LTD and RTD (dependent moves only).
31. Enter yes, no, or N/A, as applicable, to indicate whether passports have been applied for. If yes, enter the date and place where applied. Refer to the current edition of MCO 5512.4.
32. Enter the MCC number and RUC of the command submitting the port call request.
33. Enter the QSN for all personnel with the grade of lance corporal and below; otherwise, enter N/A.
34. Enter dog(s) or cat(s), the combined weight of each pet and cage, and cage dimensions.
35. Enter any additional information bearing on this request deemed appropriate or necessary; otherwise enter N/A.

NOTE: All items listed on the port call must be completed. When items are not applicable, enter "N/A" in the appropriate spaces.

ENCLOSURE (2)

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DEFINITIONS

1. Port Call. A directive containing instructions on transoceanic travel arrangements. The port call shall include the following:

(a) Flight or sailing assignment, including departure terminal, scheduled departure time and date, arrival time and date, reporting time and place, flight number, and carrier.

(b) Authority to use commercial air transportation, to be arranged and procured locally.

(c) Transportation documents and travel instructions.

2. CONUS. The 48 contiguous States and the District of Columbia. Alaska and Hawaii are considered CONUS.

3. Detaching Activity. The Marine Corps activity on whose rolls the individual is administratively carried, regardless of the activity where duty is being performed.

4. Close-Blood/Affinitive Relative. A person not eligible for transportation at government expense who is a permanent member of and a resident in a military member's or DOD civilian employee's household and dependent on the sponsor for a home. This includes, but is not limited to, a brother, sister, stepchild not approved for dependency, cousin, or mother/father-in-law who is a member of the sponsor's household. The term also applies to a person who loses identity as a dependent for purposes of transportation at Government expense, such as attaining the age of 21, who is a permanent member of and a resident in the sponsor's household and dependent on the sponsor for a home.

5. Category "B" Transportation. Category "B" transportation is AMC-procured chartered (full planeload) commercial air service which is assigned AMC flight numbers and operates as channel airlift.

6. Category "M" Transportation. Category "M" transportation is AMC-procured transportation on military aircraft configured to accommodate passengers.

ENCLOSURE (3)

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7. Category "Y" Transportation. Category "Y" transportation is AMC-procured transportation on regularly scheduled international commercial flights between commercial gateways in less than planeload lots (but not less than 20 seats per flight). This service is operated on a round-trip basis balanced between CONUS outbound and inbound.

8. Category "Z" Transportation. Category "Z" transportation is travel by regularly scheduled international air carrier with tickets procured with Government Transportation Requests (GTR's) (SF 1169) at special rates applicable to DOD traffic.

9. No-Fee Passports. No-fee passports are issued to military personnel, Federal employees, dependents, and appropriate non-appropriated fund employees traveling at Government expense. Types of no-fee passports are:

(a) Diplomatic. A diplomatic passport (black) is issued to a person having diplomatic status either because of the nature of the mission or by reason of the office being held. Where appropriate, dependents of such persons may be issued diplomatic passports. The validity of the passport is controlled by the limitation date appearing on the passport, which is determined by the exact length of the tour, plus two months, not to exceed five years.

(b) Official. **An** official passport (red) is issued to an official or employee of the U.S. Government proceeding abroad in the discharge of official duties. Where appropriate, dependents of such persons may be issued official passports. It is valid for the duration of the status for which the passport was issued, not to exceed five years.

(c) No-Fee Regular. A no-fee regular passport (dark blue) is normally issued to military dependents traveling at Government expense containing an endorsement indicating the dependent status of the bearer. This endorsement reads: "This passport is valid only for use in connection with the bearer's residence abroad as a dependent of a member of the Armed Forces on active duty outside the continental limit of the United States of America."

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10. Area Clearance. For the purpose of this Order, Area Clearance is entry approval into a foreign country issued by the sponsor's overseas area commander.

11. "Y" Card/No-Capability Card. Issued by Headquarters, Passenger Reservation Center, Scott Air Force Base, Belleville, Illinois, to the Passenger Transportation Section, Cherry Point, NC and other activities designated by services to submit passenger reservation requests/port call requests received from detaching activities. When a requested AMC channel or required availability dates are not available, a "Y" card will be issued.

12. Contraband. Items prohibited aboard Government aircraft (e.g. explosives, dangerous drugs, weapons, etc.)

13. Alternate Aerial Ports of Embarkation (APOE) Circumstances. When the military member's personal travel circumstances warrant use of an alternate APOE, the member's Commanding Officer may authorize use of an alternate APOE. Use of an alternate APOE beyond the new duty station is not authorized. The alternate APOE must be cost effective to the Government. If the alternate APOE is not cost effective, the member must reimburse the Government for all excess costs.

ENCLOSURE (3)